

Tips for Completing the Appointment Package

AO 78 - Application for Judicial Branch Federal Employment

This form is to be completed and signed at the bottom of page two. It is important that you complete the Work Experience in detail since this information will be used to determine your grade level and eligibility for promotion.

The Administrative Office of the U.S. Courts (AO) requires the exact dates of your graduation from law school as this affects your eligibility for promotion. Please complete the Section titled "Applicants for Legal Positions," indicating whether you are admitted to the Bar. If you participated in a bar review course on a full-time basis, please indicate the name and duration of the course in Section 15 (b).

FMS 2231 - Direct Deposit Form

On October 13, 1994, Public Law 103-356, Federal Financial Management Reform Act of 1994, was signed into law. The Act requires direct deposit of federal wage, salary, and retirement payments by Electronic Funds Transfer (EFT) for new employees paid on or after January 1, 1995.

Please complete Section 1, Employee Information. Please indicate your social security number in the area titled, "Employee Payroll Identification Number." In Section 2, please indicate the type of account (Checking or Savings), and the type of payment (Net Pay) you are requesting. Section 3 requests information that may be obtained from your bank or from the bottom of your personal check. You may notice a box for a Check Digit. The "Check Digit" is the last number in your Routing Transit Number.

Section 4, Allotment Information. As a federal employee you are permitted two allotments. An allotment allows you to direct money automatically from your payroll check to a different account of your choice. If you choose not to activate an allotment at this time, you may do so at any other time during your appointment by contacting the personnel office.

I-9 - Employment Eligibility Verification

The Immigration Reform and Control Act of 1986 requires that all individuals hired to work in the United States in both the private and public sectors have lawful employment eligibility. Please complete Section 1 of the Employment Eligibility Verification (Form I-9) and provide your Judge or the personnel representative with the documentation indicated on page 2. A valid driver's license/state identification card and original social security card or U.S. Passport are sufficient. Your Judge or a personnel representative should note identification presented in Section 2 and sign at the bottom. The document information number and expiration date, if any, must be included in Section 2. This form must be completed within three days of your entrance on duty, and must be sent to the AO with your appointment documents. Failure to complete this form timely may result in delayed compensation.

AO 75 - Type of Appointment and Leave Act Certification List

Please review the top section of the form to determine your type of appointment. There are three types of law clerk appointments; Temporary, Term and Career.

All law clerks are exempt from the Leave Act unless coverage is elected by the Judge. It is your responsibility to discuss with the Judge your status regarding the Leave Act. Once your Judge has determined your status, both you and the Judge must complete the bottom section of the form. Please see below for detailed information about Leave Act status.

Exempt from Leave Act:

If you remain exempt from the Leave Act, there will be no leave accruals and no leave records will be maintained. There will be a mutual understanding between you and the Judge as to when leave is utilized.

Election of Leave Act:

You are automatically exempt from the Leave Act unless authorized eligible by the Judge. If the Judge elects your appointment eligible for the Leave Act, you will receive leave accruals at the end of every pay period, a record of leave balances will be maintained in the personnel office and you will be required to submit leave slips, authorized by the Judge, for leave used. Annual and sick leave is accrued at a rate of 4 hours for each category per pay period during your first 3 years of employment; accrual rates increase thereafter. A biweekly leave report will be sent by e:mail as an update of leave balances. Unused annual leave will be paid in lump sum at the time of separation.

SF 2809 - Federal Employees Health Benefits Registration Form

The Federal Employees Health Benefits Program (FEHBP) is available on a voluntary basis, with costs partly financed by the Government. You have 60 days from your appointment date to enroll in the plan or to waive coverage. Enrollments are effective on the first day of the pay period following the one in which the Health Benefits Registration Form (SF 2809) is completed and received by the personnel office. If you choose not to enroll at the time of your appointment, you must wait until the next open season to enroll (mid-November to mid-December annually) or experience a qualifying life event. Please refer to the FEHBP Handbook, located on this web site, to review plan rates. Provider packages and brochures may be obtained from the personnel office.

SF 2817 - Life Insurance Election Form

All eligible employees are automatically covered by the Federal Employees' Group Life Insurance unless coverage is waived within the first pay period of employment or subsequently cancelled. You have 31 days from your appointment date to submit an SF 2817, Life Insurance Election Form. Elections and waivers take effect on the first day of the pay period following the one in which the completed form is received by the personnel office. If you elect to waive or cancel coverage, you must wait one year from the date of the waiver or cancellation and furnish evidence of insurability before becoming eligible to enroll. The cost of Basic Life Insurance is shared by the employee and Government. Premiums for Optional coverages are paid by the employee:

NOTE: If you intend on waiving coverage, and the waiver is not received by the personnel office within the first pay period of employment, premiums will be deducted and are not refundable.